Shift & Day End: Complete Guide

Use shifts to track register activity and cash accountability during part of a business day. Use day end to finalize the whole business date after its shifts are finished.

In this book

- Choose individual or shared cash drawers.
- Open a shift with counted or manually entered starting cash.
- Close a shift, record leaving cash, and review differences.
- Close the business day manually or schedule automatic day end.
- Manage denominations and customize the shift closing receipt.

A calendar day and a business day do not have to match exactly. A store may operate a 12-hour day, a 24-hour day, or across midnight. The POS groups activity under the active business date and its day end.

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